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NATIONAL BUREAU OF STANDARDS
STANDARD REFERENCE MATERIAL 1010a
(ANSI and ISO TEST CHART No. 2)

DOCUMENT RESUME

ED 207 543 IR 009 654

AUTHOR Hafiz, Mary G.
TITLE Joint Regional Depository for United States Public Documents: A Case Study in Nebraska.
INSTITUTION Nebraska Univ., Lincoln. Univ. Libraries.
PUB DATE 79
NOTE 22p.

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Academic Libraries; Clearinghouses; *Contracts; *Depository Libraries; *Government Publications; Higher Education; Library Collections; *Library Cooperation; Library Expenditures; Library Facilities; Library Personnel; *Regional Cooperation; Regional Programs; *Shared Services
IDENTIFIERS Nebraska

ABSTRACT

This case study documents the cooperative efforts of the University of Nebraska-Lincoln libraries and the Nebraska Publications Clearinghouse to form a joint regional depository for United States documents, and explores their solutions to problems of facilities, personnel, and finances. It includes the unique agreement eventually approved by the Superintendent of Documents allowing the university to retain the full pre-1974 collection and the clearinghouse to maintain the full or master post-1974 collection. The agreement further allows each library to receive a full set of new publications that they may better serve their differing audiences, and to participate in interlibrary loan with smaller depositories with more limited collections. The letter proposing the agreement, the text of the agreement, and the letter of approval are included. A bibliography lists 13 references. (RAA)

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JOINT REGIONAL DEPOSITORY FOR UNITED STATES PUBLIC DOCUMENTS: A CASE STUDY IN NEBRASKA

by

Mary G. Hafiz

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JOINT REGIONAL DEPOSITORY FOR UNITED STATES PUBLIC DOCUMENTS: A CASE STUDY IN NEBRASKA

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Abstract--This is a case study of how the University of Nebraska-Lincoln Libraries and the Nebraska Publications Clearinghouse joined together to form a Joint Regional Depository for United States documents. Some of the problems that are being solved involve space, labor and finances. A copy of the original Joint Regional agreement between the two Libraries is included.

In 1976, the University of Nebraska-Lincoln Libraries and the Nebraska Publications Clearinghouse, a division of the Nebraska Library Commission, started working on plans to become a Joint Regional Depository for United States government publications. Although the concept was not new since there existed two other joint regionals at the time in the states of North Dakota and Wisconsin, as well as many cooperative agreements between other states' regionals, Nebraska's plans for the division of responsibilities was unique in its approach. Through this cooperative plan the Nebraska Publications Clearinghouse and the University of Nebraska-Lincoln Libraries have established a workabie solution to the problems of space, labor and finances,

common problems which sooner or later all regional depositories must face.

The main library of the University of Nebraska-Lincoln is located in the state capitol, Lincoln, Nebraska. The university libraries function as a support service to the overall university goals of teaching, service and extension, as spelled out by the university by-laws. Although the UNL Libraries primarily serve the university community, including faculty, staff, agricultural extension staff and a student body of approximately 24,000, they also work with other Nebraska libraries, citizens, businesses, and agencies, as well as the Federal agencies located within the State. As a part of a land grant university, the University of Nebraska-Lincoln Libraries became a depository for United States documents in 1907.[2] It wasn't until 1974 that the Libraries became a full depository selecting 100% of the item numbers which the Government Printing Office distributed. In addition to the depository publications which were received at the university libraries, for many years, a large quantity of the non-depository documents were also received through the Documents Expediting Service in the Library of Congress and as gifts from the issuing federal agencies. Therefore, the university had a larger and more comprehensive collection of documents than the Nebraska Publications Clearinghouse, as well as the older retrospective federal publications, lacking in most of the depositories in Nebraska. Since the documents collection was moved into a new addition of the main library during the Seventies, the UNL

Libraries also have had more space for shelving documents. By 1976, staffing for federal documents at UNL included one fulltime librarian, two fulltime assistants and some part time student help.

The Nebraska Publications Clearinghouse, a subdivision of the Nebraska Library Commission, is located in the same city (Lincoln, Nebraska) as the University of Nebraska-Lincoln, separated by only three city blocks. Although their library collection is small, the Nebraska Library Commission functions as a state library authority for all the libraries in Nebraska. The Commission coordinates library activity in the state, maintains a union catalog of Nebraska libraries' holdings, coordinates interlibrary loan services, operates a Library for the Blind and Physically Handicapped, and has an active outreach program with stationed coordinators throughout the state. In 1972, after many years of planning and bill action in the state legislature, the Nebraska Library Commission established the Nebraska Publications Clearinghouse.[3] As a result of Nebraska Legislative Bill LB1284 (1972), the Clearinghouse's primary responsibilities cover the areas of Nebraska State Publications (collecting, indexing, organizing and the establishing of a state documents depository system), and United States Publications. Shortly after the bill passed, in the summer of 1972, the Clearinghouse became a full depository for United States public documents, filling a vacant Congressional designation, with the intentions of eventually becoming the regional depository for the state of Nebraska. By 1974, the Nebraska Publications Clearinghouse applied for and became the

regional depository for the state of Nebraska; no other regional designations had previously been made in this state. In 1976, the year joint regional depository discussion began with the university, staffing for federal documents at the Clearinghouse included one fulltime librarian, one fulltime assistant, and some part time help.

The state of Nebraska had twelve depositories spread throughout geographically, in 1976. Designation dates for the depositories ranged from 1880 to 1972. The depository libraries were mainly smaller libraries within post-secondary institutions, but also included two public libraries and two state agencies. The largest depository, quantity-wise, is the University of Nebraska-Lincoln.

At the time discussions began between the UNL Libraries and the Nebraska Publications Clearinghouse, several factors came into play that prompted the Clearinghouse and the university to seriously consider a cooperative agreement of some kind to be explored. First, the Nebraska Library Commission, including the Nebraska Publications Clearinghouse, was located in a small rented building close to the downtown area of Lincoln. No future plans were being made in the state legislature to rent larger quarters or to build on a new site a larger building for the Commission. Secondly, the Clearinghouse was being sent many large discard lists from depositories in Nebraska of publications which the libraries wanted to remove from their shelves. Legally, the Clearinghouse would be obligated to retain all publications on these lists which they did not own; and because of their recent introduction into

United States documents, this in essence meant that the Clearinghouse had to take everything on each discard list under their wings. Third, the Government Printing Office was beginning to expand their program of depository shipments, and the number of documents delivered each month grew and grew. Fourth, the UNL Libraries had moved into a new addition to the main library with space allowed now for documents growth. Fifth, individually neither the Clearinghouse or the UNL Libraries had the needed staff to properly support a regional depository's duties, which include:

a) receiving and maintaining permanently all depository publications in either printed or microform as provided in the depository instructions

b) attempting to complete their retrospective collections of major serials, annuals and other research materials by means of gift, exchange or purchase, including microforms

c) screening all lists of documents withdrawn from selective depositories to insure their future availability in the region

d) acquiring additional copies where necessary

e) assisting selective depositories with reference questions, interlibrary loans and photocopies

f) granting permission to selective depositories to dispose of unwanted documents according to the Instructions to Depository Libraries (latest edition)

g) providing guidelines to selective depositories for preparing disposal lists of unwanted documents

h) contributing to the effectiveness of the depository network through workshops, training sessions and consultive services within their region.[4]

Sixth, the problems of staffing and space became more and more evident to both the Clearinghouse and the university, and as a stepchild of this the word finances must be included.

So, it was with these considerations that in 1976 the Nebraska Publications Clearinghouse first approached the UNL Libraries to work out a solution to some or all of these problems. After one meeting with the Clearinghouse and UNL Libraries staff, it was decided that a cooperative agreement would be worked out to share the responsibilities of a regional depository, or to become Joint Regional Depositories. Finally in May, 1977, after numerous meetings, a mutual agreement was reached. A one page cover letter to Carl A. LaBarre, Superintendent of Documents, and the final version of the proposal were sent to the Government Printing Office through one of Nebraska's United States Senators. (see appendix A)

In the fall of 1977, the Nebraska Publications Clearinghouse and the University of Nebraska-Lincoln Libraries received approval from the Superintendent of Documents to begin the Joint Regional Depository agreement. A notification letter was sent to all depositories in Nebraska. (see appendix B)

The unique aspects of the agreement are listed below:

1) Both library systems select 100% or full coverage of depository documents. Full coverage was chosen because each library system serves an entirely different library community with varying needs for access and service.

2) The Nebraska Publications Clearinghouse is the communicative liaison between the depositories in Nebraska, and the Government Printing Office.

3) The University of Nebraska-Lincoln Libraries keeps the master collection of older documents, dated before 1974; while the Nebraska Publications Clearinghouse is responsible for the master collection of documents, dated 1974 and after. Each library system also keeps whatever other documents they feel are needed to service their library community.

4) Both library systems lend on interlibrary loan.

5) The Nebraska Publications Clearinghouse works with all depositories within Nebraska to set up modes for making documents readily available to their patrons.

It became evident that the agreement is benefiting the Nebraska Publications Clearinghouse and the University of Nebraska-Lincoln Libraries in more ways than just the conservation of space. Some of the problems that are being solved for the two systems are listed below:

1) Space: Since the Nebraska Publications Clearinghouse had just become a depository in 1972 and a regional in 1974, the large burden of processing and storage of unwanted duplicates and discards from other depositories within the state would be shifted to the University of Nebraska-Lincoln Libraries, which have extra space in their new building addition.

2) Labor: Work processes due to the regional designation are distributed

more evenly between the two agencies.

3) Finances: Neither library system is overburdened with extra financial responsibilities because of the regional duties.

CITATIONS

[1] The Government Printing Office lists a Joint Regional depository in their "List of Depository Libraries", Monthly Catalog of United States Government Publications, (Sept., 1978), in two manners. In the cases of North Dakota and Wisconsin, the libraries involved are "in cooperation with". Nebraska is listed differently. The Nebraska Publications Clearinghouse has the Regional designation and the University of Nebraska-Lincoln has the designation of Joint Regional.

[2] United States Statutes at Large, 34 (1905-1907), 1014.

[3] Shaffer, Dallas Y. "State Document Legislation: Nebraska A Case Study", Government Publications Review, 1 (Fall, 1973), 19-27.

[4] U.S. Depository Library Council to the Public Printer. Guidelines for the Depository Library System. Oct. 18, 1977.

App. A

Carl A. LaBarre
Superintendent of Documents
Government Printing Office
Washington, D.C. 20401

May 27, 1977

Re: Formation of Joint Regional Depository for Nebraska

Dear Mr. LaBarre:

The Nebraska Publications Clearinghouse (Depository Library No. DR 364A) has been acting as the Regional Depository for the State of Nebraska since July of 1974. We had only been a designated depository for 2 years at the time, but since the state did not have a Regional Depository, we accepted the additional responsibilities to become the Regional. However, we are lacking a large back-collection of the documents distributed for all the years prior to 1972. At this time it simply is not feasible to try to obtain all the depository documents distributed over the many years of the depository program. Therefore, in order to provide the other depositories in Nebraska with a more comprehensive collection of depository documents, the Nebraska Publications Clearinghouse would like to form a Joint Regional Depository with the University of Nebraska-Lincoln Libraries (Depository Library No. D345). The University Libraries have been a depository since 1907 and have a large collection of depository documents which they are willing to loan to other depositories as needed.

We feel that the formation of a Joint Regional Depository for the state of Nebraska will eliminate some unnecessary duplication of effort and will provide the state with the most comprehensive documents collection

available. Both libraries have agreed to the action. The division of responsibilities is detailed in the enclosed proposal.

We would like to have the Joint Regional effective as of July 1, 1977 and would appreciate hearing from you as soon as possible.

Please contact us if there are any questions about this proposal.

Sincerely,

Clark Nichols, Chairman
Nebraska Library Commission

John L. Kopischke, Director
Nebraska Library Commission

Gerald A. Rudolph, Dean
University of Nebraska-Lincoln Libraries

PROPOSAL FOR FORMING A JOINT-REGIONAL DEPOSITORY
BETWEEN THE NEBRASKA LIBRARY COMMISSION AND THE
UNIVERSITY OF NEBRASKA-LINCOLN LIBRARY

INTRODUCTION

It is proposed that the Nebraska Library Commission and the University of Nebraska-Lincoln mutually act as Nebraska's Joint-Regional depository for U.S. government documents. Although the Nebraska Library Commission has been serving as the Regional since July, 1974, it has only been a depository since July of 1972, and therefore lacks a large "back-collection" of the documents distributed prior to that date. On the other hand, the University of Nebraska-Lincoln Libraries have been a depository since 1907 and have a large collection of government documents which are used more extensively for research.

One of the purposes of a Regional Depository is to act as a back-up for the other depositories in the state for older publications that they have withdrawn from their collections. Since the Nebraska Library Commission does not have any of the older material, it would be obligated to accept all of these documents. It would be difficult for the Nebraska Library Commission to ever have a complete or near complete collection. Currently, the Nebraska Library Commission relies upon the University of Nebraska-Lincoln Libraries to locate and loan any older documents that are requested.

Therefore, in order to provide an efficient system to make

government documents available to the libraries in Nebraska, and to formalize a function that is already in practice, the Nebraska Library Commission and the University of Nebraska-Lincoln Libraries should act as the Regional Depository library for the state.

Most of the responsibilities required of the Regional would remain under the operation of the Nebraska Library Commission. The University of Nebraska-Lincoln Libraries would assume the responsibility for providing interlibrary loan and processing requests from the other depositories for weeding material published prior to January, 1974, or whatever date is decided in the future. Those publications missing from their collection could then be added, insuring availability for future use.

PRELIMINARY STATEMENTS

1. January 1, 1974 would be used as the date splitting the responsibility between the two libraries for providing interlibrary loan and processing requests from depositories wishing to weed their collections. This date would be reviewed every 5 years as to its appropriateness. For the purposes of this document the dividing date will be listed as January, 1974.

2. At this time both the Nebraska Library Commission and the University of Nebraska-Lincoln Libraries would receive full regional shipments from GPO and would be officially listed as a Joint Regional in the "List of Depository Libraries."

3. The Superintendent of Documents must be contacted by letter and final approval received from his office.

4. The projected beginning date of joint responsibility would be July 1, 1977.

5. The Nebraska Library Commission will complete an inventory of 720 shelves of documents now housed at the Nebraska State Library. These documents and some of the other approximately 250 shelves of pre-1972 depository and non-depository documents stored at the Nebraska Library Commission would be transferred to the University of Nebraska-Lincoln Libraries if not already in their collection.

AREAS OF RESPONSIBILITIES

A. The Nebraska Library Commission:

1. Will continue to receive complete Regional shipments of all depository items distributed by GPO.
2. Will act as the Regional Depository for current materials for the period 1974- . After 1982, (1982 is 5 years from starting date for joint status), older publications dated pre-1974 not used will be transferred to the University of Nebraska-Lincoln Libraries to replace missing copies from their collection. If in 1982 the cut-off date for responsibilities is changed to a later date, then all publications which are under the auspices of UN-L Libraries will be transferred to them. Those publications not needed by the University Libraries can then be retained by NLC or will be offered to the

other depositories in the state and then discarded if not wanted by any library.

Will continue its administrative functions, and act as liaison between GPO and the depositories in the state. These duties will be:

a. Attend meetings of the ALA/GODORT and the Depository Library Council (when financially feasible).

b. Publish and distribute a newsletter to the depositories in the state.

c. Cooperate with GPO on inspections of all the depositories (at least once every 3 years.)

d. Provide interlibrary loan of documents published after January, 1974.

e. Continue to receive all requests for permission to weed documents dated post-1974 from the other depositories in the state. The Nebraska Library Commission will inform the requesting library as to what is being done with the list. After the Library Commission has selected from the list a copy will be sent to the UN-L Libraries for review. The UN-L Libraries will have second choice on all post-1974 materials.

B. The University of Nebraska-Lincoln Libraries:

1. Will continue to receive complete regional shipments of all depository items distributed by GPO.

2. Will be responsible for maintaining a full depository collection of depository documents published prior to January 1, 1974. The documents will be available on interlibrary loan to any library in the state.

3. Will process requests for permission to weed documents dated pre-1974. The University Libraries will be responsible for checking the lists of documents against their collection so that any documents not owned by the University Libraries or missing from their collection could be added (except those so designated for disposal by depositories in Section II of the "Instructions to Depository Libraries"). UN-L Libraries will inform the requesting library as to what is being done with the list. After UN-L Libraries have selected from the list, the requesting library will be instructed which other depository libraries may be interested in the materials and the requesting library should then send the list to those libraries before discarding the unwanted publications.

4. Staff from the University Libraries will join the Nebraska Library Commission staff in attending meetings of ALA/GODORT and the Depository Library Council if financially feasible.

5. The University Libraries documents staff will have the option to contribute articles to be published in the documents newsletter edited by the Library Commission documents staff.

Note: University of Nebraska-Lincoln Libraries, UN-L Libraries, and University Libraries are synonymous.

App. B

TO: U.S. Government Depository Libraries in Nebraska

FROM: The Nebraska Publications Clearinghouse and the University of Nebraska - Lincoln Libraries

RE: Formation of a Joint Regional Depository

DATE: November 14, 1977

ANNOUNCEMENT

As of November 14, 1977, the Nebraska Publications Clearinghouse and the University of Nebraska-Lincoln Libraries formally began operating as a Joint Regional Depository for the State of Nebraska. This joint operation was undertaken in order to more adequately serve the federal depositories within the state. Since the Publications Clearinghouse has relatively few documents published prior to 1973, the UNL Libraries were informally relied upon for the older material. The formation of a Joint Regional Depository will now formalize this arrangement.

A few changes are being made that will affect you. Briefly, the Publications Clearinghouse will continue to act as your liaison with the Government Printing Office and will continue to be your contact for any assistance which you may need. The UNL Libraries will be responsible for the collection and the inter-library loan of depository documents published prior to January 1974. Depositories wanting to weed their collection are now asked to contact UNL Libraries.

We hope that this new arrangement will make U.S. documents more

accessible within the state. If you have any questions, please contact the documents librarian at either the Publications Clearinghouse or UNL Libraries.

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